

SKIMM NOW

Planning a Move?

EXPERIENCED STAFF • QUALITY SERVICE • FAIR PRICING

MoveWorks is one of North Texas' largest business relocation experts!

MoveWorks has been providing world-class business relocation services since 2003

DFW AIRPORT

GM FINANCIAL

UT SOUTHWESTERN

FISHER
INVESTMENTS

BAYLOR, SCOTT &
WHITE

CITY OF DALLAS

STANLEY KORSHAK

UNIVERSITY OF
NORTH TEXAS



✉ info@move-works.com

📘 facebook.com/move-works

🐦 [@Move_Works](https://twitter.com/Move_Works)

🌐 linkedin.com/in/moveworks

📷 [@Move_Works](https://instagram.com/Move_Works)

4647 Leston Avenue, Suite 609 • Dallas, Texas 75247 • (972) 484-1300

MOVEWORKS — THE SMART MOVE

MoveWorks, Inc. is an experienced relocation company businesses trust for their constantly changing futures. MoveWorks can pack your entire office safely, efficiently, and affordably — relieving all your stress, so you can focus on running your business.

**MAKE IT A SEAMLESS MOVE WITH
MOVEWORKS!**

RELOCATION TAKES PLANNING



KICK OFF

1

SELECT MOVE DATE

- Create move budget
- Confirm new address
- Assign Move Coordinator

DETERMINE WHAT'S TO BE MOVED

- Finalize furniture space plan
- Solicit move quotes
- Decide to move or replace phone system

2

CONFIRM MOVE SCHEDULE

- Appoint move team
- Hold move meetings
- Assign common area packing
- Complete furniture placement sheets

3

ASSIGN I.T. ROLES

- PC and peripherals disconnect/reconnect
- Server equipment migration or move to colocation center
- Cloud management
- Network cabling

4

MOVING DAY

 **Call**
(972) 484-1300
for your **FREE**
quote!

I.T. RELOCATION

The importance of Getting IT Right!

I.T. and telecommunications are the lifeblood of any company. If your systems aren't working and your phones aren't ringing in your new office, then you can't operate.

Your I.T. checklist: 6 Things You Should Know

1. Plan your I.T. relocation well in advance.
2. Evaluate and Inventory your equipment.
3. Assess your communication requirements.
4. Conduct site visits (existing & new space) with principal contractors.
5. Assess current and future telecommunications.
6. Protect your data and back-up critical information.

"I wanted to personally thank you guys for the outstanding and excellent service that you provided us. Your crew exhibited organized planning and professionalism."

**UT Southwestern
Medical
Center**

"Your service was by far the best I have seen and experienced. Your crew was amazing to work with and the best I have dealt with in years. They were polite, respectful, and patient, something you do not see very often."

Fisher Investments

4647 Leston Avenue, Suite 609 • Dallas, Texas 75247 • (972) 484-1300

move-works.com

©2018 MoveWorks, Inc. Illustration provided by presentationgo.